

- ## **CAN THE EMPLOYER HIRE THE STUDENT AFTER COMPLETION OF THE CO-OP COURSE?**

OF THE CO-OP COURSE?

- WHAT STUDENTS ARE ELIGIBLE TO PARTICIPATE IN THE CO-OP COURSE?**

**PARTICIPATE IN THE
CO-OP COURSE?**

- TO BECOME A PARTNER
IN THIS TRAINING PROCESS CALL
THE NEAREST KENTUCKY TECH
SCHOOL LOCATED IN
YOUR AREA.**



Where Technical Education and Training

COIL

Merge With Business and Industry

**GET TECHNICAL
IT PAYS!**

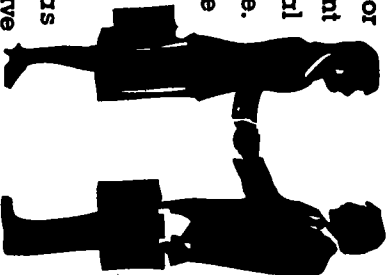


**Cabinet for Workforce Development
Department for Technical Education**

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WHAT IS THE PURPOSE OF THE CO-OP COURSE?

- The basic purpose of the Cooperative Technical Education Course is to prepare students for useful employment in an occupational field of their choice. This course provides students with an opportunity to graduate as individuals who have adjusted to the world of work. The Cooperative Technical Education Course uses employment in a real-life job as a source of learning.



IS THE STUDENT PAID WHILE IN THE CO-OP COURSE?

- The student is paid a wage for training on the job.
- The employer is required to cover the co-op student under Worker's Compensation Insurance.
- Each employer is required to give the co-op student a copy of a W-2 form which includes a statement of social security contributions deducted from the student's pay, as well as the amount of wages and other contributions.

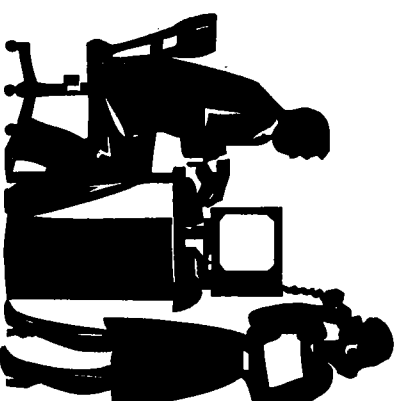
HOW DOES THE CO-OP COURSE BENEFIT AN EMPLOYER?

- Unique source of skilled workforce.
- Reduced recruiting costs.
- Improved personnel screening and selection process
- More production time for other personnel.
- An improved access to hiring a diverse workforce.
- Building a successful partnership with the educational community.



HOW DOES THE CO-OP COURSE WORK?

- The employer writes a job description of the skills needed for the co-op position.



- The employer makes the final selection from the students that are interviewed.

- The employer, student, school administrator, and co-op coordinator sign the Training Plan Agreement.

- The employer gives the student the most relevant work experience possible.

- The employer completes evaluations of the student's performance.

- The employer allows school personnel to visit the student while at work, at least one time per quarter or two times per semester.

WHAT IS THE LENGTH OF TIME OF THE CO-OP COURSE?

- The co-op coordinator will work in conjunction with the employer to determine the length of the training period.
- A minimum of 150 contact hours is required for post-secondary students. Secondary students will vary.